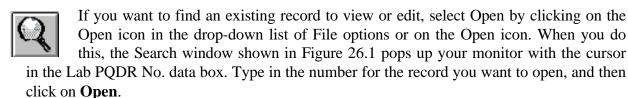# 26. Right Item—HQ Only

26.1 Summary

The Right Item function consists of a single screen (Figure 26.3). This screen is for information related to items tested, the testing lab, and relevant dates. *Note: This screen is accessible by select headquarters personnel only.*

When the Right Item screen opens, you can either select Open or New as explained in Section 6. The procedures for using these options in the Right Item function are discussed below.

Open

If you want to find an existing record to view or edit, select Open by clicking on the Open icon in the drop-down list of File options or on the Open icon. When you do this, the Search window shown in Figure 26.1 pops up your monitor with the cursor in the Lab PQDR No. data box. Type in the number for the record you want to open, and then click on **Open**.
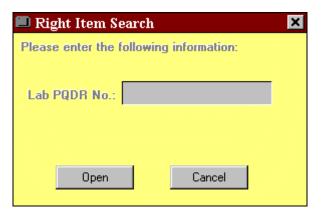
Figure 26.1 Right Item Search Pop-Up Window

When you click on **Open**, the application searches for the record that matches the Lab PQDR you typed. One of two things will happen as a result of the search: a matching record will be found or no matching record will be found. If a matching record is found, it is displayed on your screen.

If no matching record is found, a message window pops up on your screen informing you that "No data met your search criteria." Click on **OK** to make this window disappear.

Figure 26.2 No Data...Pop-Up Message

New

If you want to add a new record, select New by clicking on the New icon in the drop-down list of File options or on the New icon. When you do this, the cursor appears in the Lab Name data box ready for you to type in your information.
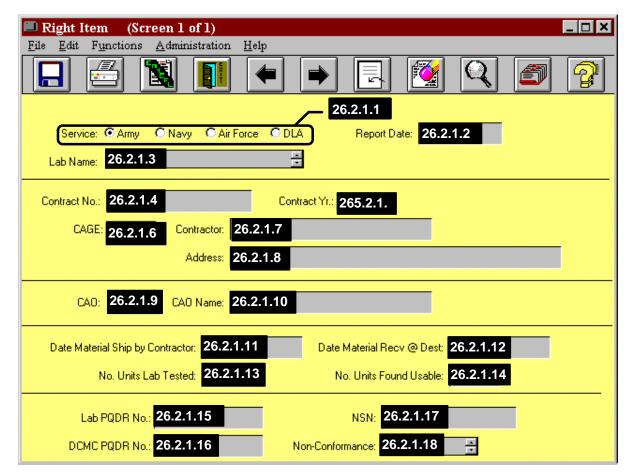
26.2 Right Item Screen

Figure 26.3 Right Item Screen
Note: Numbers in data boxes indicate corresponding section numbers.

26.2.1 Fields for Right Item

26.2.1.1 Service

Indicate the branch that the lab operates under by selecting the corresponding circle. The choices are Army, Navy, Air Force or DLA. This is a required data element.

26.2.1.2 Report Date

Enter the date the discrepancy report was filed. This required data element is automatically populated with the current date. If the current date is not the same as the date the report was filed, change it to the correct date.

26.2.1.3 Lab Name

Select the name of the lab (up to 30 alphanumeric characters) submitting the discrepancy report from this drop-down list. This is a required data element. Note: The items which appear in this list are dependent on the Service selected (26.2.1.1).

26.2.1.4 Contract No.

Enter the unique identifier (13 or 17 alphanumeric characters) for the contract.

26.2.1.5 Contract Yr.

This is for the year of the contract. It is protected and automatically populated based on the Contract No. (26.2.1.4).

26.2.1.6 CAGE

Enter the 5-character (alphanumeric) code that identifies a contractor.

26.2.1.7 Contractor

This is for the contractor's name. It is protected and automatically populated based on the CAGE. (26.2.1.6).

26.2.1.8 Address

This is for the contractor's address. It is protected and automatically populated based on the CAGE No. (26.2.1.6).

26.2.1.9 CAO

This is for the 2-character (alpha) MOCAS code which identifies the Contract Administration Office (CAO). The CAO displayed may be changed to another valid CAO if necessary. It is a required data element, automatically populated based on the CAGE (26.2.1.6).

26.2.1.10 CAO Name

This is for the Contract Administration Office (CAO) name (up to 30 alphanumeric characters). It is automatically populated with the name associated with the CAO code (26.2.1.9).

26.2.1.11 Date Material Ship by Contractor

Enter the date (MMDDYY format) on which the material was shipped by the contractor. This is a required data element if the Date Material Recv @ Dest (26.2.1.12) is not entered. This date must be the same as or earlier than the Current Date (Date Material Ship by Contractor $\leq$ System Date).

26.2.1.12 Date Material Recv @ Dest

Enter the date (MMDDYY format) on which the material was received at the depot. This is a required data element if the Date Material Ship by Contractor (26.2.1.11) is not entered. This date must be the same as or earlier than the Current Date (Date Material Recv @ Dest $\leq$ System Date).

26.2.1.13 No. Units Lab Tested

Enter the number of units tested at the laboratory. This is a required data element.

26.2.1.14 No. Units Found Usable

Enter the number of units that the laboratory found to be usable. This is a required data element.

26.2.1.15 Lab PQDR No.

Enter the identifier (up to 15 alphanumeric characters) assigned to the discrepancy report. This is a required data element. Once saved, this becomes a protected data element.

26.2.1.16 DCMC PQDR No.

Enter the identifier (up to 15 alphanumeric characters) assigned by DCMC to the discrepancy report.

26.2.1.17 NSN

Enter the National Stock Number (NSN) of the unit (up to 10 alphanumeric characters).

26.2.1.18 Non-Conformance

Use the previous/next arrows on the right side of this data box (or use the directional arrows on your keyboard) to find the status of the non-conformance. Then select the status by clicking on it. The choices are Critical, Major, Minor or Non-critical. This is a required data element.